

## **Professional Land Surveyor Application Instructions**

The following instructions have been prepared to assist you in completing your application for registration. Proper attention to details will avoid delays in processing and will help expedite its final acceptance. Failure to completely and properly fill out your form will not only cause delays, but may result in a determination that you are ineligible for licensure. The completed application form and required fees should be sent to the Board's address as shown below. Make checks and money orders payable to the **Washington State Treasurer**.

**Please Note:** Applications received without payment cannot be processed, will not be considered a timely submission, and will be returned to you.

### **Who Should Use This Application**

- Those individuals having an approved baccalaureate degree in land surveying. This degree is equivalent to four years of land surveying experience, and an additional four years of qualifying experience as defined in WAC 196-16-010 (2).
- Those individuals having an associate land surveying degree must apply by submitting a combination of education and experience.
- Those individuals having vocational or other land surveying courses must apply by submitting a combination of education and experience.
- Those individuals applying by experience only.
- Comity applicants must apply using the same criteria.

### **How to Reach the Board**

|                               |  |
|-------------------------------|--|
| Send Application & fee to:    | Board of Registration<br>P.O. Box 9048<br>Olympia, WA 98507-9048 |
| Send supporting documents to: | Board of Registration<br>P.O. Box 9025<br>Olympia, WA 98507-9025 |
| Web site:                     | dol.wa.gov   |
| E-mail:                       | engineers@dol.wa.gov   |
| Telephone:                    | (360) 664-1575   |
| Fax:                          | (360) 664-2551   |

### **Application Deadlines**

Application forms and appropriate fees must be submitted to the board offices or postmarked **no later than four (4) months** prior to the date of scheduled examinations.

All supporting materials, such as verifications and transcripts, must be submitted to the Board or postmarked **no later than three (3) months** prior to the date of scheduled examinations.

### **Basic Requirements**

Washington Law and Administrative Code requires a minimum of eight years of approved land surveying experience (*which includes appropriate education*) to qualify for licensure (*refer to RCW 18.43.020, RCW 18.43.040 and WAC 196-16-010 for specific details*).

Up to four years of this experience may be gained through an undergraduate program in land surveying accredited by Accreditation board for Engineering and Technology (ABET, Inc.) program.

An official transcript from your school(s) is required to confirm any education you wish to have credited towards your experience requirement. **Photocopies are not acceptable.**

After evaluation of the application and documentation, you will be advised in writing whether: Your application is complete; you have been approved for the examination; or if additional information is required. If your application is complete and you have been approved for the examination, you will receive a letter that contains information necessary for you to schedule your examination with the National Council of Examiners for Engineering and Surveying (NCEES).

**You must take and pass a Law & Ethics exam before a license will be issued. The Board will send you the exam after your application is approved.** Comity applicants will receive their exam upon receipt of the Application.

*The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1575 or TTY (360)664-8885.*

## Examination and Experience Verifications

If you passed the Fundamentals of Land Surveying exam at a location other than Washington, the exam must be verified. To do that, complete the **License/Examination Verification form** (*included in this application*) and send it to the registration board where you took the exam.

**Experience Description/Verification forms** are for you to describe your surveying experience and to have that experience verified. Experience must be gained under the supervision of a licensed professional land surveyor and verified by that surveyor unless you are working in an exempted position, such as federal service or an exempt corporation (*RCW 18.43.130*).

If you have ten years or less of surveying experience, it must all be verified. If you have more than ten years of surveying experience, at least the most recent ten years of that experience must be verified. Employment periods of less than one month do not have to be verified.

After you have completed the applicant's portion of the verification form, send it to your supervisor. The supervisor completes his/her portion of the form and returns it directly to the Board's office. *If it is absolutely impossible to have some of your experience verified, it is imperative that you provide a written explanation of the circumstances for the Board's information. This experience cannot be counted but your application will not be held up pending receipt of the verification form.*

**Please Note:** The required experience must be completed sixty days before the date of an exam to be eligible for that exam (WAC 196-12-020).

## Comity Applicants

To qualify for a Washington license by comity you will need to provide documentation that you have met or exceeded all the requirements set forth for an original license by examination. This documentation will include verification of PLS status and examinations, verification of LSIT examination, and experience. If you are having your NCEES surveying record\* sent to this Board to apply for comity, only pages 3 and 4 of the application must be completed. Your NCEES record will supply all required information.

*\*The NCEES surveying record is a service provided by NCEES that contains a record of education, experience, references, exam results and license status. It is not a copy of your application information from the original state where you obtained licensure.*

You are required to have a current registration, and you must provide state board verification that you have taken and passed NCEES examinations on the Fundamentals of Land Surveying and the Principle and Practice of Land Surveying exam.

**Please Note:** All comity PLS applicants will be required to take a two-hour state specific exam.

## Professional Land Surveyor Registration Application



FOR VALIDATION ONLY

**Your wall certificate will have the same name you list on this application (they will appear in the proper order).**

Make remittance payable to State Treasurer.  
Send this application with your remittance to:  
PO Box 9048  
Olympia, WA 98507-9048

### Applicant Information

*Please type or print clearly*

|   |  |                |   |                                    |        |
|---|--|----------------|---|------------------------------------|--------|
| APPLICANT'S NAME <i>(Last, first, middle)</i> |  |                | MAIDEN NAME <i>(If any – will not appear on certificate)</i>            |                                    |        |
| BIRTHDATE                                     | SOCIAL SECURITY NO. <i>(Required per RCW26.23.150)</i> |                | GENDER<br><input type="checkbox"/> Female <input type="checkbox"/> Male |                                    |        |
| CORRESPONDENCE ADDRESS                        |  | CITY           | STATE   | ZIP                                | COUNTY |
| PRESENT POSITION                              |  | BUSINESS NAME  |   |                                    |        |
| BUSINESS ADDRESS                              |  | CITY           | STATE   | ZIP                                | COUNTY |
| BUSINESS TELEPHONE NO.<br>(     )             |  | E-MAIL ADDRESS |   | RESIDENCE TELEPHONE NO.<br>(     ) |        |

Have you previously filed an application with this office? ☐ **Yes** ☐ **No**

If yes: ☐ EIT ☐ PE ☐ LSIT ☐ PLS Date Applied: \_\_\_\_\_

### Previous and Current Registration

☐ Written LSIT exam in the state of \_\_\_\_\_ ☐ Written PLS exam in state of \_\_\_\_\_

Number(s) and date(s) of original certificate(s): PLS No. \_\_\_\_\_ Date \_\_\_\_\_

LSIT No. \_\_\_\_\_ Date \_\_\_\_\_

PE No. \_\_\_\_\_ Date \_\_\_\_\_

Is certificate now in force in original state? ☐ **Yes** ☐ **No** If not, why? \_\_\_\_\_

List other states in which you are registered \_\_\_\_\_

**Comity Applicants:** State of most recent residence and practice \_\_\_\_\_

Has any court or licensing jurisdiction taken action against you for your practice in engineering or land surveying?

If yes, please attach explanation on additional sheet.

☐ **Yes** ☐ **No**

Have you ever been convicted of or entered a plea of *nolo contendere* to any criminal offense?

☐ **Yes** ☐ **No**

If yes, please attach explanation on additional sheet.

Are you having an NCEES experience record sent?

☐ **Yes** ☐ **No**

**Applicant's Name:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_



### Educational Background

| NAME AND LOCATION OF COLLEGES,<br>UNIVERSITIES, TECHNICAL SCHOOLS | DATES OF ATTENDANCE |    | CURRICULUM | DEGREE/DATE |
|---|---------------------|----|------------|-------------|
|   | FROM                | TO |            |             |
|   |                     |    |            |             |
|   |                     |    |            |             |
|   |                     |    |            |             |

### Land Surveyor References

Give names and addresses of five references (*not relatives*) who are responsible land surveyors, at least three of whom are registered professional land surveyors, having personal knowledge of your character and professional reputation.

| NAME | POSITION | ADDRESS/CITY/STATE | CERTIFICATE NO. |
|------|----------|--------------------|-----------------|
| 1.   |          |                    |                 |
| 2.   |          |                    |                 |
| 3.   |          |                    |                 |
| 4.   |          |                    |                 |
| 5.   |          |                    |                 |

### Certification

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

Signature **X** \_\_\_\_\_

**Upon Filing, This Application Becomes a Public Record and is  
Subject to Public Disclosure Provisions Under RCW 42.56**

**Birth Date:** \_\_\_\_\_





WASHINGTON STATE DEPARTMENT OF  
**LICENSING**  
BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS  
AND LAND SURVEYORS  
PO BOX 9025  
OLYMPIA WA 98507-9025  
(360) 664-1575



## Professional Land Surveyor Experience and Verification

*Forms may be photocopied for additional events*

### Instructions for Applicant

After completing the work experience descriptions on the following pages, send them and this form to your supervisor or self-employment reference, whichever is applicable, to verify your descriptions. Additional sheets may be attached if needed, but please identify the categories you are describing.

### Instructions for Applicant's Supervisor/Reference

Upon completing your verification, please return this form and the attached work experience descriptions directly to the Board office at the above address.

### Work Experience Information - to be Completed by Applicant

Event No. \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Employed by \_\_\_\_\_

Supervisor/Reference Name and Title \_\_\_\_\_

Supervisor/Reference Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_

### Work Experience or Self-Employment Verification - To be Completed by Supervisor or Self-Employment Reference

Name of person completing this verification \_\_\_\_\_

If not applicant's supervisor for this event, state your relationship \_\_\_\_\_

Do you agree with the applicant's employment time and hours worked? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Do you agree with the applicant's description of work and duties? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

During this time of employment, has the applicant been responsible for making independent judgements and decisions?

☐ Yes ☐ No

Would you recommend this applicant for registration if requirements are met? ☐ Yes ☐ No

In which categories (*A through F on the attached page*) do you believe the applicant is knowledgeable and prepared to be examined for admission to the profession? ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

If not a **licensed** land surveyor, under what authority are you practicing land surveying (*federal agency, county engineer, Dept. of Transportation, etc.*)? \_\_\_\_\_

Number of years of surveying experience \_\_\_\_\_

*RCW 18.43.040 states that no person shall be eligible for registration as a land surveyor who is not of good character and reputation. If you have any comments concerning this requirement as it relates to this applicant, please advise the Board under separate cover.*

**X** \_\_\_\_\_  
SIGNATURE DATE

STREET ADDRESS

PROFESSIONAL REG. NUMBER

STATE

CITY, STATE, ZIP

*The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1575 or TTY (360)664-8885.*



**Applicant's Name** \_\_\_\_\_

**PLS Event No.** \_\_\_\_\_



**Work Experience Descriptions - continued**

**For this event, describe your experience in**

D. Conducting research.

E. Preparing and analyzing complex property descriptions.

F. Interacting with clients and the public in conformance with Chapter 196-27 WAC.



## Important Notice to All Applicants

### Instructions for Completing License/Examination Verification

**These instructions are for applicants who meet any of the below listed criteria:**

- You are applying for licensure (*engineer or land surveyor*) based on comity (*interstate registration*) from another state or jurisdiction.
- You are applying for licensure as a professional engineer by examination, and you passed the fundamentals of engineering (EIT) in another state or jurisdiction.
- You are applying for licensure as a professional land survey by examination and you passed the fundamentals of land surveying (LSIT) in another state or jurisdiction.

Verification of licensure and/or examination in another state or jurisdiction is a very important part of the application evaluation procedure. In an effort to streamline the application process and provide more timely service to the applicant, we ask your assistance in verifying your license and/or exams in another state. Please follow the instructions listed below in completing the attached **License/Examination Verification form** (pages 9 and 10).

Complete Part 1 (*Applicant Data portion*) of the form. Please type or print clearly in dark ink.

Mail the completed form to the board office of the state/jurisdiction of original licensure. This is the state/jurisdiction in which you were originally licensed (*professional engineer or professional land surveyor*) by examination.

If you are seeking verification of the successful completion of the fundamentals of engineering (EIT) or the fundamentals of land surveying (LSIT) examinations, send the form to the state board in which your exam was administered.

If your most recent state/jurisdiction of residence and practice is different from the state/jurisdiction of original licensure, you also need to mail a completed copy of this verification form to the Board Office of the recent state/jurisdiction.

### Verification Form Information

- It is important that the verification form be completed and mailed to the appropriate board office immediately. Your application cannot be evaluated until this information is received by our office.
- Some boards require payment of a fee for licensure or examination verification. Payment of the required fee is your responsibility.
- If you are applying with a National Council of Examiners for Engineering and Surveying (NCEES) Record, **do not** complete this form. Verification data is included in the record.
- Please call our office at (360) 664-1575 if you need help to determine the address of the required Board of Registration.
- If you are sending a verification form to more than one State Board, you may photocopy this form.
- If you are applying for licensure by comity, your original license by exam or present state license must be current.



State Board to whom you are sending this form \_\_\_\_\_

**PART 1: Applicant Data** – To be completed by applicant and forwarded to the out-of-state board(s).

|                 |       |                           |
|-----------------|-------|---------------------------|
| Name _____      |       |                           |
| LAST            | FIRST | MIDDLE                    |
| Address _____   |       |                           |
| _____           |       |                           |
| Birthdate _____ |       | Social Security No. _____ |

|  |                      |
|--|----------------------|
| <b>Applicant</b> – Please request that all exam and/or comity registrations relative to this State Board be verified. Provide the Board with the applicable Certificate numbers on below list. |                      |
| PE Cert. No. _____   | LS Cert. No. _____   |
| EIT Cert. No. _____  | LSIT Cert. No. _____ |
| Struc. Cert. No. _____   |                      |

**Part 2: Licensing Board** – Please complete and forward this form to the Washington State Board of Registration for Professional Engineers and Land Surveyors, at the address shown above.

I. The above named person is/was registered as:

|  | Certificate No. | Date Issued | Expiration Date |
|--|-----------------|-------------|-----------------|
| <input type="checkbox"/> Professional Engineer     | _____           | _____       | _____           |
| <input type="checkbox"/> Engineer-in-Training      | _____           | _____       | _____           |
| <input type="checkbox"/> Structural Engineer       | _____           | _____       | _____           |
| <input type="checkbox"/> Land Surveyor             | _____           | _____       | _____           |
| <input type="checkbox"/> Land Surveyor-in-Training | _____           | _____       | _____           |

II. Basis of registration:



☐ Written examination

|        | Hours | NCEES | State Board | Other (explain) |
|--------|-------|-------|-------------|-----------------|
| FE     | _____ | _____ | _____       | _____           |
| PE     | _____ | _____ | _____       | _____           |
| STRUC. | _____ | _____ | _____       | _____           |
| FLS    | _____ | _____ | _____       | _____           |
| PLS    | _____ | _____ | _____       | _____           |

Examination Option: (*Discipline*) \_\_\_\_\_

EIT/LSIT accepted from \_\_\_\_\_

Comity with 1) \_\_\_\_\_

2) \_\_\_\_\_

Other – please give full details below.

III. Has disciplinary action been taken against this individual? ☐ Yes ☐ No

If the answer to this question is yes, please provide details on an attached sheet.

**Person Completing This Form**

Name \_\_\_\_\_

Title \_\_\_\_\_

(BOARD SEAL)

Date \_\_\_\_\_

State/Jurisdiction \_\_\_\_\_

**DO NOT Return Original to Applicant – Please Mail Completed Form To:**

**Washington State Board of Registration for  
Professional Engineers and Land Surveyors  
P.O. Box 9025  
Olympia, WA 98507-9025**